



Career Development Training Course (CDTC)



Career Counseling Training

- Purpose - Primary source of training for the Career Development Team
- Formal Training
 - Any graduate of 4 week Command Career Counselor Course is qualified to instruct CDTC
 - Any graduate of the 2 week Career Information course is qualified to instruct CDTC



CDTC

- Informal Training
 - **One** day for Active Duty and Drilling Reserves.
 - May be modified to fit Drill weekend



Tracking

- The first task is to identify the Career Development Team members
- The next step is to verify their attendance at CDTC reporting to the command



Prepare a GMT

- In the course of your duties as counselor, you will be required to make group presentation
 - The credibility of both your program and yourself can be enhanced or degraded by the quality of your presentation



Type of presentations

- Stimulate
- Convince
- Informed
- Introduced



Presentation preparation

- Analyze - audience, occasion, and location to determine the type of presentation
- Outline
 - Introduction
 - Main Body
 - Conclusion



Delivery Techniques

- Nervousness - the most common dilemma faced by every speaker is that of nervousness
- Eye contact - Tells you what the reaction of the audience is and it creates the impression that you're talking personally to each member



Delivery Techniques

- Platform Appearance - Movement has the effect of attracting the attention of the audience
 - The movement should be natural
 - Don't distract your audience by too much movement, but don't remain glued to one spot



Delivery Techniques

- Delivery Rate/Voice
 - Some thoughts should be spoken slowly, some with feeling, and some with excitement
 - The quality of your voice has a direct bearing on the effect you will create
 - Make sure you are loud enough to be heard



Audiovisual Aids/Equipment

- Aids
 - Charts
 - Graphs
 - Chalkboard/Visual Aid Panel (VAP)
 - Models or Actual Objects
- Equipment
 - VHS
 - Overhead Projector
 - 35-MM slide Projector
 - PowerPoint



Questions

Any Questions?